



## **BUILDING CODE COMPLAINT INVESTIGATOR**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To investigate complaints of alleged code violations on existing buildings and structures within the City of Tempe; to perform inspections and conduct research to determine the validity of such complaints; to determine and initiate the appropriate action to abate code violations; and to maintain accurate records of all actions for possible legal actions.

### **Supervision Received and Exercised:**

Receives general supervision from the Building Inspection Superintendent or from other supervisory or management staff.

May exercise functional and technical supervision over lower level staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Investigate complaints of alleged building, electrical, plumbing, mechanical and zoning code violations.
- Perform inspections of existing buildings and structures, including industrial, commercial and complex residential structures, to determine the compliance with applicable City, State and Federal codes and regulations.
- Conduct research and investigation of applicable codes and ordinances, such as the Uniform Building Code (UBC), to determine existing non-conformance status; research various public records including approved plans, specifications, construction permits, plan review reports and County records.
- Maintain accurate records of complaint investigations; prepare clear and accurate case reports and documents for possible legal actions; coordinate investigations with other City departments and divisions.

*Effective October 1995*

*Revised July 2003 (change in certification and experience requirements)*

*Revised March 2004 (range adjustment)*

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### Building Code Compliance Investigator (continued)

- Respond to phone calls and inquiries on requirements for code compliance; prepare written correspondence and documentation related to complaints and investigations; attend office and field meetings; confer with engineers, architects, contractors, owners, builders, and the general public.
- Issue notices to comply and prepare written correspondence to owners and occupants of affected buildings and structures; explain code violations and compliance requirements.
- Coordinate prosecution efforts through the City Prosecutor's office; prepare and present evidence to the City Court; photograph and document the conditions of violation for evidence and identification purposes.
- Conduct searches for legal property descriptions and ownership records.
- Monitor cases, including conducting follow-up inspections, and maintain contact with responsible individuals until compliance is achieved.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Two years of increasingly responsible governmental agency experience in the inspection of public, commercial, industrial and residential buildings, including a minimum of two years of experience equivalent to a Building Inspector I or one year of experience equivalent to a Building Inspector II.

#### **Training:**

Equivalent to the completion of the twelfth grade supplemented by college level courses in architecture, engineering, construction technology or a related field.

#### **Licenses/Certifications:**

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Possession of a Building Inspector (Combination) Certification ***and*** possession of or the ability to obtain within 12 months of hire or promotion a ***second*** certification as listed below from a recognized code publishing organization:

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Building Code Compliance Investigator (continued)

Electrical Inspector (combination certification), Plumbing Inspector (combination certification), Mechanical Inspector (combination certification), Building Plans Examiner, Combination Plans Examiner, Accessibility Inspector/Plans Examiner, Combination Inspector, Commercial Combination Inspector, Reinforce Concrete Special Inspector or Pre-stressed Concrete Special Inspector.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 7124**

**Salary Range: 33**

**FLSA: Non-Exempt**